

# **VILLAGE OF CAMBRIDGE**

**WASHINGTON COUNTY**

**NEW YORK**

***Comprehensive***

***Emergency Management Plan***

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**2004**

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## **Executive Summary**

### **Introduction**

This plan results from the recognition on the part of local government and state officials that a comprehensive plan is needed to enhance the Village's ability to manage emergency / disaster situations. It was prepared by local officials working as a team in a planning process recommended by the New York State Emergency Management Office. This plan constitutes an integral part of a statewide emergency management program and contributes to its effectiveness. Authority to undertake this effort is provided by both Article 2-B of State Executive Law and New York State Defense Emergency Act.

The development of this plan included an analysis of potential hazards that could affect the county and an assessment of the capabilities existing in the Village to deal with potential hazards.

### **Comprehensive Approach**

Dealing with disasters is an ongoing and complex undertaking. Through implementation of Risk Reduction measures before a disaster or emergency occurs, timely and effective Response during an actual occurrence, and provision of both short and long term Recovery assistance after the occurrence of a disaster, lives can be saved and property damage minimized.

This process is called **Comprehensive Emergency Management** to emphasize the interrelationship of activities, functions, and expertise necessary to deal with emergencies. The plan contains three sections to deal separately with each part of this ongoing process.

### **Management Responsibilities**

Village departments' and community agencies' emergency management responsibilities are outlined in this plan. Assignments are made within the framework of the present Village capability and existing organizational responsibilities.

The Village of Cambridge intends to use the Incident Command System (ICS) to respond to emergencies. ICS is a management tool for the command, control, and coordination of resources and personnel in an emergency.

Washington County has the responsibility to assist the local governments (i.e. Village of Cambridge) in the event that they have fully committed their resources and are still unable to cope with any disaster. Similarly, New York State is obligated to provide assistance to the County after resources have been fully committed and the County is unable to cope with the disaster.

The plan describes in detail the responsibilities of the Village's primary responders and governmental officials for planning for, responding to and mitigating various emergencies and disasters.

Specific emergency management guidance for situations requiring special knowledge, technical expertise, and resources may be addressed in separate annexes attached to the plan. Examples of this type of situation are emergencies resulting from hazardous materials events, severe weather events and utility failures.

### **Conclusion**

The plan provides a general all-hazards management guidance, using existing organizations, to allow the Village to meet its responsibilities before, during and after an emergency.

## **Section I**

### **GENERAL CONSIDERATIONS AND PLANNING GUIDELINE**

#### **Policy Regarding Comprehensive Emergency Management**

A wide variety of emergencies, caused by nature or technology, result in loss of life, property and income, disrupt the normal functions of government, communities and families, and cause human suffering.

Village government must provide leadership and direction to prevent, mitigate, respond to, and recover from dangers and problems arising from emergencies in the Village of Cambridge.

Under authority of Section 23 of the New York State Executive Law, a village is authorized to develop a Comprehensive Emergency Management Plan to prevent, mitigate, respond to and recover from emergencies and disasters. To meet this responsibility, the Village of Cambridge has developed this Comprehensive Emergency Management Plan.

This concept of Comprehensive Emergency Management includes three phases:

- Risk Reduction (Prevention and Mitigation)
- Response
- Recovery

#### **Risk Reduction (Prevention and Mitigation):**

- Prevention refers to those short or long term activities which eliminate or reduce the number of occurrences of disasters.
- Mitigation refers to all activities which reduce the effects of disasters when they do occur.
- Section II of this Plan, Risk Reduction, describes activities to prevent or minimize the impact of hazards in the Village of Cambridge.

#### **Response**

- Response operations may start before the emergency materializes, for example, on receipt of advisories that a flood, blizzard, or ice storm is approaching. This increased readiness response phase may include such pre-impact operations as:
  - Detecting, monitoring, and assessment of the hazard
  - Alerting and warning of endangered populations
  - Protective actions for the public
  - Allocating/distributing of equipment/resources
- Most response activities follow the immediate impact of an emergency. Generally, they are designed to minimize casualties and protect property to the extent possible through emergency assistance. They seek to reduce the probability of secondary damage and speed recovery operations.

- Response operations in the affected area are the responsibility of and controlled by the local municipalities, supported by outside emergency operations as appropriate.
- If a municipality is unable to adequately respond, additional response operations may be asked to assume a leadership role.

#### Recovery

- Recovery activities are those following a disaster to restore the community to its pre-emergency state, to correct adverse conditions that may have led to the damage, and to protect and improve the quality of life in the community. It includes risk reduction actions to prevent or mitigate a recurrence of the emergency.

### **Purpose and Objectives of the Plan**

This Plan sets forth the basic requirements for managing emergencies in the Village of Cambridge:

The objectives of the Plan are:

- To identify, assess and prioritize local and regional vulnerabilities to emergencies or disasters and the resources available to prevent or mitigate, respond to, and recover from them.
- To outline short, medium and long range measures to improve the Village's capability to manage hazards.
- To provide that the Village will take appropriate actions to prevent or mitigate effects of hazards and be prepared to respond to and recover from them when an emergency or disaster occurs.
- To provide for the efficient utilization of all available resources during an emergency.
- To provide for the utilization and coordination of local government, state and federal programs to assist disaster victims, and to prioritize the response to the needs of the elderly, disabled, low income, and other groups which may be inordinately affected.
- Provide for the utilization and coordination of state and federal programs for recovery from a disaster with attention to the development of mitigative programs.

#### **Legal Authority**

*This Plan, in whole or in part, may rely upon the following laws for the power necessary for its development and implementation.*

- New York State Executive Law, Article 2-B
- New York State Defense Emergency Act, as amended
- Village of Cambridge Local Law implementing this plan.
- Federal Robert T. Stafford Disaster Relief and Emergency Assistance Act

## **Concept of Operations**

The primary responsibility for responding to emergencies rests with the local governments of towns, villages and cities, and with their Chief Executive.

Local governments and the emergency service organizations play an essential role as the first line of defense.

Responding to a disaster, local jurisdictions are required to utilize their own facilities, equipment, supplies, personnel and resources first.

The Mayor has the authority to direct and coordinate disaster operations and may delegate this authority to a local coordinator.

When local resources are inadequate, the Mayor may obtain assistance from other political subdivisions and the County government.

The Washington County Chairman of the Board of Supervisors may coordinate responses for requests for assistance for the local governments.

The Chairman of the Board of Supervisors has the authority to direct and coordinate County disaster operations.

The Chairman of the Board of Supervisors may obtain assistance from other counties or the State when the emergency disaster is beyond the resources of Washington County.

The Board of Supervisors has assigned to the Office of Emergency Services the responsibility to coordinate County emergency management activities.

Village of Cambridge will utilize the National Interagency Incident Management System (NIIMS) Incident Command System (ICS) to manage all emergencies requiring multi-agency response.

A request for assistance to the State will be submitted through the Washington County Office of Emergency Services.

State assistance is supplemental to local emergency efforts.

Direction and control of State risk reduction, response and recovery actions is exercised by New York State Disaster Preparedness Commission (DPC), coordinated by the State Emergency Management Office.

Upon the occurrence of an emergency or disaster clearly beyond the management capability and emergency resources of State and local governments, the Governor may find that federal assistance is required and may request assistance from the President by requesting a declaration of a major disaster or emergency.

## **Plan Maintenance and Updating**

The Village of Cambridge Board of Trustee's, along with the emergency services responders are responsible for maintaining and updating this Plan.

All Village departments and agencies are responsible for annual review of their emergency response role and procedures, and provide any changes to the Board of Trustees by February 1 of each year.

The Plan should be reviewed and updated annually with revised pages distributed by March 1 of each year.

## **Section II**

### **RISK REDUCTION**

#### **Designation Hazard Mitigation Coordinator**

The Village of Cambridge will work in conjunction with the Washington County Hazard Mitigation Coordinator to mitigate potential hazards that exist in the Village.

#### **Identification and Analysis of Potential Hazards**

The Village Emergency Planning Committee will be comprised of:

- Representative from the Board of Trustees
- Village of Cambridge Police Chief
- Cambridge Fire Department Chief
- Cambridge Valley Rescue Squad Captain
- Village of Cambridge Department of Public Works Superintendent
- Cambridge Central School Superintendent

The Village Emergency Planning Committee will:

- identify potential hazards in the Village,
- determine the probable impact each of those hazards could have on people and property,
- delineate the geographic areas affected by potential hazards, plot them on maps, and designate them as hazard areas.

Significant potential hazards to be identified and analyzed include natural, technological, and human-caused hazards.

To comply with the above, hazards that pose a potential threat have been identified and analyzed by the Emergency Planning Committee using the program *HAZNY*, provided by the State Emergency Management Office.

This hazard analysis:

- provides a basic method for analyzing and ranking the identified hazards, including identification of geographic areas and populations at risk to specific hazards,
- establishes priorities for planning for those hazards receiving a high ranking of significance,
- was conducted in accordance with guidance from the New York State Emergency Management Office,
- after completion will be forwarded to the Washington County Office of Emergency Services,
- is to be reviewed and updated every three years.
- The rating and ranking results of the hazard analysis are found in Attachment 1.
- The complete Hazard Analysis results are located in the Village of Cambridge Office.

## **Risk Reduction Policies, Programs and Reports**

Village agencies are authorized to:

- promote policies, programs and activities to reduce hazard risks in their area of responsibility
- Examples of the above are:
  - encourage the adoption comprehensive community development plans, zoning ordinances, subdivision regulations, and building codes that are cognizant of and take into account significant hazards in the village,
  - promote compliance with and enforcement of existing laws, regulations, and codes that are related to hazard risks, e. g., building and fire codes, flood plain regulations,
  - encourage and participate in municipal stream channel maintenance programs,
  - encourage state and local DOT's to address dangerous conditions on roads used by hazardous materials carriers.

The Village of Cambridge Planning Board is responsible for land use management of Village owned land and the review of land use management actions throughout the Village, including:

- authorizing Village land use management programs,
- advising and assisting in developing and adopting comprehensive master plans for development, zoning ordinances, subdivision regulations and building codes,
- In all of the above activities, the Village Planning Board will take into account the significant hazards in the Village.

The Village of Cambridge Emergency Planning Committee will meet as necessary to identify specific hazard reduction actions that could be taken for those hazards determined by the hazard analysis to be most significant.

- For each hazard reduction action identified, the following information is to included by the Planning Team:
  - a description of the action
  - a statement on the technical feasibility of the action
  - the estimated cost of the action
  - the expected benefits of the action and the estimated monetary value of each benefit
  - an estimate of the level of community support for the action
- This information will be consolidated into a Risk Reduction Report.
- The Risk Reduction Report will prioritize and make recommendations concerning the identified actions.
- The Risk Reduction report will be presented to the Village Board for review, revision, and approval or disapproval.



## **Emergency Response Capability Assessment**

Periodic assessment of the Village's capability to manage the emergencies that could be caused by the hazards identified in the Village is a critical part of Risk Reduction.

The Emergency Planning Committee will:

- assess the Village's current capability for dealing with those significant hazards
- that have been identified and analyzed, including but not limited to:
  - the likely time of onset of the hazard
  - the impacted communities' preparedness levels
  - the existence of effective warning systems
  - the communities' means to respond to anticipated casualties and damage

To assist the Planning Committee in its assessment, Committee will conduct table-top exercises based upon specific hazards and hazard areas identified by the Committee.

The Committee will identify emergency response shortfalls and make recommendations for implementing corrective actions to the County Emergency Manager, County Executive, local governments, and the SEMO Region III Office.

## **Training of Emergency Personnel**

The Village Board, in coordination with the various agency leaders, has the responsibility to:

- arrange and provide, with the assistance of the New York State Emergency,
- Management Office, the conduct of training programs for Village emergency,
- response personnel, as designated by the Emergency Planning Committee,
- encourage and support training for village emergency personnel, including volunteers,
- such training programs will:
  - include information on the characteristics of hazards and their consequences and the implementation of emergency response actions including protective measures, notification procedures, and available resources,
  - include Incident Command System (ICS) training, focusing on individual roles,
  - provide emergency personnel with the variety of skills necessary to help reduce or eliminate hazards and increase their effectiveness to respond to and recover from emergencies of all types,
  - be provided in crisis situations, that requires additional specialized training and refresher training .
  - conduct periodic exercises and drills to evaluate local capabilities and preparedness, including a full scale operational exercise that tests a major portion of the elements and responsibilities in the Village of Cambridge Comprehensive Emergency Management Plan, and regular drills to test readiness of warning and communication equipment,
  - consult with other, outside departments and agencies, in developing training courses and exercises,
  - work with the local response community and education agencies to identify or develop, and implement, training programs specific to mitigation, response, and

- recovery from the identified hazards.
- receive technical guidance on latest techniques from state and federal sources as appropriate and request assistance as needed.

All departments and agencies assigned emergency functions are responsible to develop an in-house training capability in order that departments and agencies further train their employees / members in their duties and procedures.

Volunteers participating in emergency services such as fire and rescue operations, emergency medical services, Red Cross, should be trained by these services in accordance with established procedures and standards.

### **Public Education and Awareness**

The Village Board and Emergency Planning Committee, is responsible for:

- providing education on hazards to the young adult and adult public in the Village,
- making the public aware of existing hazards in their communities,
- familiarizing the public with the kind of protective measures the Village has
- developed to respond to any emergency arising from the hazard.

This education will:

- cover all significant hazards,
- be available free of charge,
- be provided by the existing school systems in the county through arrangements with the superintendent of schools.

Federal Emergency Management Agency (FEMA) pamphlets, books and kits dealing with all aspects of emergency management and materials developed by New York State Emergency Management Office and other State departments, as appropriate, will be made available for use in the program.

### **Monitoring of Identified Hazard Areas**

The Village Department of Public Works will develop, with the necessary assistance of other Village departments, the capability to monitor identified hazard areas, in order to detect hazardous situations in their earliest stages.

As a hazard's emergence is detected, this information is to be immediately provided to the members of the Emergency Planning Committee or the Washington County 9-1-1 Communications Center, as appropriate, and disseminated per protocol.

When appropriate, monitoring stations may be established regarding specific hazard areas where individuals responsible to perform the monitoring tasks can be stationed.

Monitoring tasks include detecting the hazard potential and taking measurements or observations of the hazard.

All hazard monitoring activity will be coordinated with, and make use of where available, local governments, private industry, school districts, utility companies, and volunteer agencies and individuals, as appropriate.

## ATTACHMENT I

### HAZARD ANALYSIS RESULTS FOR VILLAGE OF CAMBRIDGE

using *HAZNY* as provided by the State Emergency Management Office

<u><i>Hazard</i></u>	<u><i>Rating</i></u>	<u><i>Classification</i></u>
Tornado	296.5	Moderately High
Explosion	286.2	Moderately High
Fire	265.5	Moderately High
Utility Failure	260.2	Moderately High
Severe Storm	259.5	Moderately High
Extreme Temps	259.2	Moderately High
Earthquake	257.2	Moderately High
Flood	248.8	Moderately High
HazMat (transit)	238.8	Moderately Low
HazMat (fixed)	235.2	Moderately Low
Ice Storm	234.5	Moderately Low
Winter Storm	229.8	Moderately Low
Terrorism	227.8	Moderately Low
Hurricane	216.5	Moderately Low
Civil Unrest	202.5	Moderately Low
Water Supply Contamination	194.8	Moderately Low
Epidemic	185.8	Moderately Low
Structural Collapse	178.5	Moderately Low
Drought	176.8	Moderately Low
Air Contamination	165.2	Moderately Low
Radiological (transit)	165.2	Moderately Low
Infestation	144.5	Low
Transportation Accident	143.2	Low
Fuel Shortage	130.2	Low
Food Shortage	123.5	Low
Blight	117.2	Low

These results of the Hazard Analysis were reported by the Village of Cambridge Emergency Planning Committee on October 2003.

## **Section III**

### **RESPONSE**

#### ***Response Organization and Assignment of Responsibilities***

##### **Village Mayor Responsibilities, Powers and Succession**

The Village of Cambridge Mayor is ultimately responsible for Village emergency response activities:

- may assume personal oversight of the Village emergency response organization if the scope and magnitude of the emergency indicates the necessity of personal management and direction of the response and recovery operations,
- controls the use of all Village owned resources and facilities for disaster response,
- may declare a local State of Emergency in consultation with members of the Emergency Planning Committee and Village Attorney, and may promulgate emergency orders and waive local laws, ordinances and regulations,
- may request assistance from other municipalities, including Washington County, when it appears that the incident will escalate beyond the capability of Village resources,
- may provide assistance to others at the request of their local governments.

In the event of the unavailability of the Village Mayor, the following line of command and succession has been established to ensure continuity of government and the direction of emergency operations:

- The Deputy Mayor will assume responsibilities of the Mayor until the Mayor is available.
- The senior-most available Village Trustee will assume responsibilities of the Mayor until the Deputy Mayor or Mayor is available.

##### **Role of the Emergency Manager / Incident Commander**

The Village Emergency Manager shall be dynamic and the authority shall rest upon the Incident Commander of the incident in progress.

The Emergency Manager coordinates Village emergency response activities for the Mayor, and recommends to the Mayor to declare a local State of Emergency based on the severity of the situation and the necessity to use additional executive power to respond effectively to the emergency.

##### **The Emergency Manager**

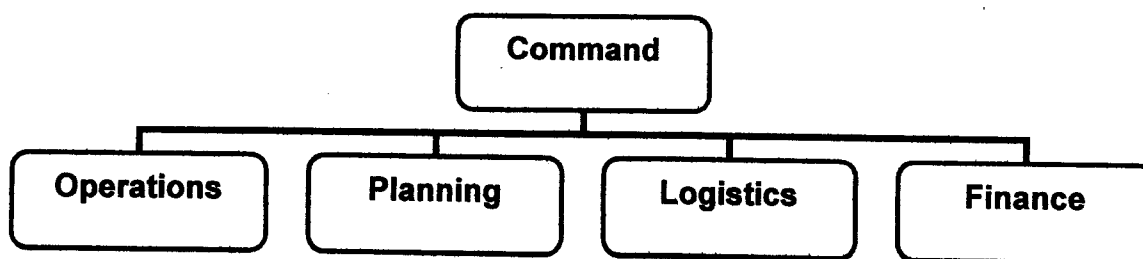
- activates the Village's response organization and initiates Village response activities,
- notifies and briefs Village departments, agencies and other organizations involved in an emergency response,
- maintains and manages an Emergency Operations Center (EOC),
- facilitates coordination between the Village and:
  - the Incident Command staff
  - the Washington County Emergency Manager
  - other municipalities
  - private emergency support organizations.

During large multi-jurisdictional incidents the Incident Commander and/or Emergency Planning Committee may appoint a member, other than the Incident Commander to serve as the Emergency Manager.

### **The Village Emergency Response Organization**

#### **Incident Command System (ICS)**

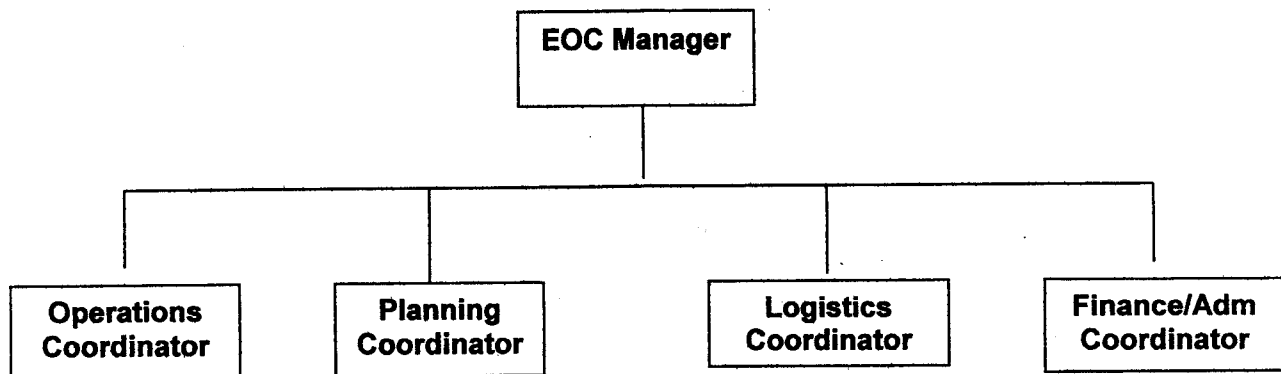
- The Village of Cambridge endorses the use of the Unified Incident Command System (ICS), as developed by the National Interagency Incident Management System (NIIMS), and formally adopted by the State of New York, for emergencies requiring multi-agency response. ICS allows flexibility in its implementation so that its structure can be tailored to the specific situation at hand. ICS should be initiated by the emergency forces first responding to the incident.
- ICS is organized by functions. There are five:
  - Command
  - Operations
  - Planning
  - Logistics
  - Finance
- Under ICS, and Incident Commander (IC) has the overall responsibility for the effective on-scene management of the incident, and must ensure that an adequate organization is in place to carry out all emergency functions. The IC directs emergency operations from an Incident Command Post, the only command post at the emergency scene.
- In minor incidents, the five ICS functions may all be managed directly by the IC. Larger incidents usually require that one or more of the functions be set up as separate sections under the IC.
- Within the Command function, the IC has additional responsibilities for Safety, Public Information, and Liaison. These activities can be assigned to staff under the IC.
- An on-scene ICS with all five functions organized as sections is depicted as:



- During an emergency, Village response personnel must be cognizant of the Incident Command System in place and their role in it. Some Village personnel may be responders to the scene and part of the on-scene ICS structure in a functional or staff role. Other Village personnel may be assigned to the Village Emergency Operations Center (EOC) or other locations where they will provide support to responders at the scene. All Village personnel

not assigned to the on-scene ICS will be coordinated by or through the Incident Command staff.

- The Incident Commander is usually selected due to his or her position as the highest ranking responding officer at the scene. The IC must be fully qualified to manage the incident. As an incident grows in size or becomes more complex, a more highly qualified Incident Commander may be assigned by the responsible jurisdiction. Thus, a County official could be designated as the IC.
- A major emergency encompassing a large geographic area may have more than one emergency scene. In this situation, separate Incident Commanders may set up command at multiple locations. In this case, an Area Command may be established. The Area Command is structured similar to a normal ICS with one exception, the Incident Commander is called the Incident Manager to whom all Incident Commanders report. A Village official could be designated as an Incident Manager and numerous Village response personnel assigned to the Area ICS.
- Village response personnel operating at the EOC will be organized by ICS function, as depicted below and interface with their on-scene counterparts, as appropriate.



- Whenever the ICS is established, Village response forces should be assigned to specific ICS functions wherever they are needed, including at the scene, at the EOC in a support role, or at an Area Command, if established. Assignments may change as situation dictates or as directed by the Incident Command staff.

### **Agency Responsibilities**

During a State of Emergency, The Village Board, under the direction of the Mayor shall exercise ultimate responsibility and oversight for emergency response, and shall delegate ICS responsibilities as circumstance warrants.

## **Managing Emergency Response**

### **Incident Command Post and Emergency Operations Center**

On-scene emergency response operations will be directed and controlled by the Incident Commander from an Incident Command Post located at or near the emergency site. This will be the only command post at the emergency scene. All other facilities at the scene used by agencies for decision-making should not be identified as a command post.

The Village EOC will be used to support Incident Command Post activities and to coordinate Village resources and assistance. The EOC can also be used as an Area Command Post when Area Command is instituted.

A Command Post will be selected by the Incident Commander based upon the logistical needs of the situation and located at a safe distance from the emergency site.

The Village EOC will be designated and located at one of the following locations:

- Cambridge Municipal Building (Fire Station) 11 West Main Street Cambridge, New York,
- Cambridge Police Station 56 North Park Street Cambridge, New York, or
- Cambridge Valley Rescue Squad Station 37 Gilbert Street Cambridge, New York.

The EOC can provide for the centralized coordination of Village and outside private agencies' activities from a secure and functional location.

Village agencies and other organizations represented at the EOC will be organized according to ICS function under the direction of the EOC Manager.

Though organized by ICS function, each agencies' senior representative at the EOC will be responsible for directing or coordinating his or her agency's personnel and resources. Where the agency is also represented at the scene in an ICS structure, the EOC representative will coordinate the application of resources with the agency's representative at the scene.

The Emergency Manager is responsible for managing the EOC during emergencies.

If required, the EOC will be staffed to operate continuously on a twenty-four hour a day basis. In the event of a 24-hour operation, two 12 ½ hour shifts will be utilized. (The additional ½ hour is for shift change briefings.) Designation of shifts will be established as conditions warrant by the Emergency Manager or Emergency Planning Committee.

Each agency will routinely identify its personnel assigned to the EOC. This identification is to be provided to the Emergency Planning Committee and updated as changes occur, no less than annually.

Work areas will be assigned to each agency represented at the EOC.

Internal Security at the EOC during an emergency will be provided by Law Enforcement:

- all persons entering the EOC will be required to check in with the Emergency Manager.
- all emergency personnel will be issued a pass (permanent or temporary) to be worn at all times while in the EOC
- temporary passes will be returned to the Emergency Manager when departing from the premises.



The ICS Planning function is responsible for emergency situation reporting at the EOC and has established procedures and forms to be used.

The Emergency Manager maintains a Standard Operating Guide for activating, staffing and managing the EOC.

### **Activation and Notification**

Upon the determination of the one of the following events that is occurring within the Village of Cambridge, the on-scene Incident Commander shall request, either through the Washington County Office of Emergency Services Emergency Communication Center, or through the established Command Post, the activation of the emergency response plan.

#### **Criteria for Activation**

- Upon the request of the on-scene Incident Commander
- Any fire situation that is in or has the potential of being in progress for more than twelve (12) hours
- Any police situation that is in or has the potential of being in progress for more than eight (8) hours
- Any emergency medical event where more than fifteen (15) patients are being treated
- Any evacuation of ten (10) or more people
- Any weather-related event where ten (10) or more structures have been damaged or there is "significant" infrastructure damage.
- Cambridge Central School activates its Evacuation Plan
- Washington County or New York State has declared a State of Emergency which includes the greater Cambridge area.

Each emergency is to be classified into one of three Village Response Levels according to the scope and magnitude of the incident.

- **Response Level 1: Controlled emergency situation** which requires no assistance beyond initial fire responders. No activation of the Emergency Planning Committee is required.
- **Response Level 2: Limited emergency situation**, where one or more of the Criteria for Activation is met. However, the actual incident is being significantly managed and requires only normal mutual aid assistance. This level requires notification of the Emergency Planning Committee only, no activation of the Emergency Plan is required.
- **Response Level 3: Full emergency situation** where Criteria for Activation are indicated and the management of the emergency requires additional support. Full notification and response of the Emergency Planning Committee along with activation of the Emergency Plan is required.

### **Assessment and Evaluation / EOC**

As a result of information provided by the EOC Section Coordinators, the Command Staff will, as appropriate, in coordination with on-scene Incident Command:

- develop policies by evaluating the safety, health, economic, environmental, social, humanitarian, legal and political implications of a disaster or threat;
- analyze the best available data and information on the emergency;

- explore alternative actions and consequences;
- select and direct specific response actions.

### **Declaration of Local State of Emergency and Promulgation of Local Emergency Orders**

In response to an emergency, or its likelihood, upon a finding that public safety is imperiled, the Mayor may proclaim a **State of Emergency** pursuant to section 24 of the State Executive Law.

Such a proclamation authorizes the Mayor to deal with the emergency situation with the full executive and legislative powers of Village government.

This power is realized **only** through the promulgation of **local emergency orders**. For example, emergency orders can be issued for actions such as:

- establishing curfews
- restrictions on travel
- evacuation of facilities and areas
- closing of places of amusement or assembly

Appendix 3 describes the requirements for proclaiming a State of Emergency and promulgating Emergency Orders.

Whenever a State of Emergency is declared in the Village of Cambridge or emergency orders issued, such action will be communicated and as necessary coordinated with the Washington County Emergency Manager and Chairman of the Board of Supervisors.

Emergency responders have implicit authority and powers to take reasonable immediate action to protect lives and property absent an emergency declaration or emergency orders.

### **Public Warning and Emergency Information**

In order to implement public protective actions there should be a timely, reliable and effective method to warn and inform the public.

Activation and implementation of public warning is an Operations section responsibility.

Information and warnings to the public that a threatening condition is imminent or exists can be accomplished through the use of the following resources. Though public warning may, in many cases, be implemented solely by on-scene personnel, the use of the systems below requires strict coordination with the Village EOC:

- Emergency service vehicles with siren and public address capabilities - Many police, fire and EMS vehicles in the Village are equipped with siren and public address capabilities. These vehicles may be available, in part, during an emergency for "route alerting" of the public. This capability exists Village-wide but should not be relied upon for public warning.
- Door-to-door public warning can be accomplished in some situations by the individual alerting of each residence/business in a particular area. This can be undertaken by any designated group such as police, fire police, firefighters, EMS providers and Department of Public Works employees visiting each structure in the affected area and relating the

emergency information to the building occupants. To achieve maximum effectiveness, the individual delivering the warning message should be in official uniform.

Special arrangements may be made for providing warning information to the hearing impaired and, where appropriate, non-English speaking population groups.

The Command Staff position of Public Information Officer, if established, or its function, may, in coordination with on-scene Incident Command:

- establish and manage a Joint News Center (JNC) from where to respond to inquiries from the news media and coordinate all official announcements and media briefings
- authenticate all sources of information being received and verify accuracy
- provide essential information and instructions including the appropriate protective actions to be taken by the public, to the broadcast media and press
- coordinate the release of all information with the key departments and agencies involved both at the EOC and on-scene
- check and control the spreading of rumors
- arrange and approve interviews with the news media and press by emergency personnel involved in the response operation
- arrange any media tours of emergency sites

The JNC may be established at the Cambridge Hotel or other suitable location determined by at the EOC.

### **Emergency Medical and Public Health**

There may be established within the EOC section an Emergency Medical / Public Health group to ensure that health and medical problems are being addressed. This group will be led by the Cambridge Valley Rescue Squad and include representative from the Washington County EMS Coordinator's Office and Washington County Public Health.

### **Meeting Human Needs**

The Planning and Operations functions are responsible for ascertaining what human needs have been particularly affected by an emergency and responding to those unmet needs with the available resources of government and with the assistance of volunteer agencies and the private sector.

The Planning Section of the Village EOC will be responsible for meeting those human needs.

Washington County government will be contacted if the unmet human needs overwhelm the available Village resources.

### **Restoring Public Services**

The Operations and Planning sections are responsible for ascertaining the emergency's effect on the infrastructure and the resultant impact on public services including transportation, electric power, fuel distribution, public water, telephone, and sewage treatment and ensuring that restoration of services is accomplished without undue delay.

There may be established within the Planning section a Public Infrastructure Group to perform the tasks associated with (1) above.

By written agreement, in the event of a major power outage, the Operations Section will assign a representative from Niagara Mohawk to facilitate communications and information flow between the utility and the Operations Section.

During response operations relating to debris clearance and disposal, Village DPW will contact Washington County DPW to act in cognizance of and in cooperation with the State Highway Emergency Task.

### **Resource Management**

The Planning function is responsible for the identification and allocation of additional resources needed to respond to the emergency situation.

Resources owned by the municipality in which the emergency exists should be used first in responding to the emergency.

All Village-owned resources are under the control of the Mayor during an emergency and can be utilized as necessary.

Resources owned by other municipalities in and outside of Village can be utilized upon agreement between the requesting and offering government.

Resources owned privately cannot be commandeered or confiscated by government during an emergency. However, purchases and leases of privately owned resources can be expedited during a declared emergency. In addition, it is not uncommon for the private sector to donate certain resources in an emergency.

### **Standard Operating Guides and other supporting plans.**

Each Village emergency response agency (Emergency Planning Committee) assigned responsibility under this Response portion of the plan is required to:

- Abide by the provisions established in this plan,
- Maintain an up-to-date copy of this plan,
- Familiarize all staff / members with this plan,
- Develop agency Standard Operating Guidelines to for compliance with the plan,
- Train all staff / members in the individual components of the plan,
- Participate in drills and exercises of this plan.

The following is a list of functional and hazard specific annexes that support this plan, and are file in the County Emergency Management Office:

- Washington County Comprehensive Emergency Plan
- Washington County Fire Mutual Aid Plan
- Washington County EMS Mutual Aid Plan

- Cambridge Central School Emergency Plan
- Washington County Public Health Bio-Terrorism Annex
- Red Cross Sheltering Plan

The following documents support this portion of the plan and are appended to it:

*Appendix 1- NIIMS Incident Command System Position Description.*

*Appendix 2- Standard Operating Guide for the Empire County Emergency Operations Center (EOC)*

*Appendix 3 - Instructions for Declaring a State of Emergency and Issuing Emergency Orders*

*Appendix 4 - New York State Highway Emergency Task Force Policy and Procedures*